ihcda
Indiana Housing & Community Development Authority

Our Mission: IHCDA helps build strong communities by providing financial resources and assistance to qualified partners throughout the State of Indiana in their development efforts. A primary focus of IHCDA is providing a continuum of housing from homelessness to homeownership, with a focus on low to moderate income Hoosiers.

Title	Data Analyst	Exempt	
Reports to	Director of Research and Innovation	**Date last revised:** December 13 2012	
Supervises	N/A		
Anticipated Salary Range	Commensurate with education and related experience, up to $55,000.		
Summary	The Data Analyst contributes to fulfilling the IHCDA mission and meeting strategic and annual IHCDA operational and program goals by providing strategic and tactical support to the organization by analyzing and interpreting the data generated by IHCDA programs to advise executive management whether IHCDA is meeting its federal funding requirements, strategic priorities and mission.		
Evaluation of performance	Performance will be evaluated based on achieving key outcomes described in this job description, including specific goals, deadlines, and other quality indicators; working effectively in a team environment; interacting positively with partners and demonstrating customer service; and working efficiently and effectively within required specifications, policies, and standards established by IHCDA and its associated governing entities.		

Key outcomes expected	Design, implement and/or manage qualitative and quantitative research efforts to confirm IHCDA's impact on Indiana communities and families and reinforce IHCDA's position as a learning organization.
	
	1) Work with executive and Research and Innovation staff to develop definitions of success (outcomes) for each of IHCDA's programs and develop/conduct natural experiments, analyses of existing data and other efforts using a range of appropriate methods to confirm that IHCDA is achieving its desired impact on Indiana communities.
	2) Work with Research and Innovation staff to develop, prioritize, and effectively pursue a focused research agenda, including but limited to the following:
	   a) Develop research questions in cooperation with executive and program management and appropriate outside experts.
	   b) Develop method and timelines to address research questions, either directly or through management of consultants.
	   c) Communicate results of research in a clear and compelling manner to a range of internal and external stakeholders.
	3) Work with department heads and their staff to develop and implement evaluation protocols for individual programs as required by funding sources and executive staff:
	   a) Define indicators of success in cooperation with key stakeholders;
	   b) Develop research mechanisms to effectively measure those indicators, including but not limited to information collected through surveys, interviews, and review of demographic data.
	4) Develop appropriate partnerships with external partners to fulfill IHCDA's research agenda, including but not limited to:
	   a) Gatekeepers to data and other resources that would enhance IHCDA's research efforts, such as the IU Center for Policy Studies.
	   b) Experts, including but not limited to national consultants, university faculty, and representatives of peer agencies with extensive experience in design and management of policy research.
	5) Serve as agency's data curator, including but not limited to the following tasks:
	   a) Develop and implement protocols to maintain confidentiality when appropriate and to confirm that subjects' rights to privacy, dignity and control over personal information are safeguarded.
	   b) Develop and maintain inventory of data currently collected and deployed.
	   c) Work with department heads and staff to assess:
	     i) Quality of data (can we defend our numbers?)
	     ii) Appropriateness of data collection (Do the numbers we collect matter?)
	     iii) Utility of data (What do we do with the numbers we collect?)
	   d) Develop rules, methodologies and infrastructure that improve ability of IHCDA to collect true, complete and correct data.
	   e) Work with management to implement.
	   f) Identify and train individuals who are responsible for data subsets within agency departments on issues of data collection, data quality and basic data analysis.
	6) Work with Research and Innovation staff and individual departments to structure evaluation protocols to incorporate into funding proposals. Implement those protocols for successful proposals in cooperation with agency staff, consultants, and knowledgeable individuals.
	7) Comply with all policies of IHCDA.
	8) Other duties as assigned.

Critical skills, knowledge, and behaviors	Must have skills necessary to perform complex data analysis with regard to client requests and developing rules and methodologies for effective data management.
	Highly proficient in current data analysis tools and computer systems technology. IHCDA currently uses SPSS for data analysis
	Strong working background in statistics, qualitative and quantitative research methods and data management.
	Strong intellectual curiosity and the ability to translate broad concerns or issues into research questions amenable to analysis with the tools and methods available.
	Ability to draw a reasoned conclusion from data and be able to support and present this conclusion to executive staff.
	Ability to plan and set direction for large groups of people.
	Proven verbal and written communication skills are essential
	Familiarity with and capacity to effectively utilize relevant theoretical and applied research literature to answer research questions.
	Able to effectively communicate with a variety of individuals with diverse backgrounds, education, and economic levels.
	Ability to effectively communicate data, statistics and high level concepts to individuals unfamiliar with the area.
	Strong presentation skills and the ability to facilitate both large and small group presentations.
	Demonstrates strong customer service orientation.
	Able to think logically and analytically.
	Proactive in anticipating and alerting others to problems with projects or processes.
	High detail orientation and accuracy.
	Takes initiative and needs little supervision.
	Able to prioritize, organize tasks and time, and follow up.
	Performs responsibilities efficiently and timely.
	Able to juggle multiple requests and meet multiple deadlines.
	Able to work well in a team environment and as part of a team.
	Proficient in basic computer skills (i.e. Microsoft Word, Excel, Internet usage (e-mail)) as well as SPSS.

Education, experience, degrees, licenses	Bachelors Degree in relevant field required (incl. but not limited to economics, statistics, mathematics or other social science with strong quantitative/applied research emphasis). 5+ years relevant job experience Expected to maintain an office at IHCDA headquarters in Indianapolis
Work environment and physical demands	Work is performed in an office environment. Must be able to work proficiently with computers and other office equipment. Work requires spending long periods in front of a computer.